

# TOWN OF UNION

## APPLICATION – SITE PLAN REVIEW

### OWNER & APPLICANT INFORMATION (please print)

Property Owner(s): \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

Owner(s) Tel. # \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

Agent's Mailing Address \_\_\_\_\_

Agent's Tel. # \_\_\_\_\_ E-mail \_\_\_\_\_

### PROJECT INFORMATION

Name of Project \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Area: \_\_\_\_\_ Project Footprint: \_\_\_\_\_

911 Street Address: \_\_\_\_\_

**FEE PAID:**      ☐ Pre-application review      ☐ Plan Review      ☐ Site walk (if required)

### SITE PLAN APPLICABILITY

- ☐ New non-residential or multi-family building of three or more units having more than 1500 sq. ft.
- ☐ Enlargement of non-residential or multi-family building at has or will have more than 1500 sq. ft.
- ☐ Paving, filling or grading more that 10,000 sq. ft. in a five-year period.
- ☐ New use or change of use of commercial structure with more that 1500 sq. ft.
- ☐ Other \_\_\_\_\_

Please provide a brief written description of proposed project (attach info to this form if needed)

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**Check the Ordinance for additional info that may be required.** (see attached list of review criteria used by the P.B.)

To the best of my knowledge, all information submitted with this application is true and correct.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Items the Town of Union Planning Board (P.B) requires for consideration of your application:

### 2.4.2 (Land Use Ordinance)

#### B. APPLICATION PROCEDURES

1. \_\_\_ Within six (6) months of the preapplication meeting, the applicant shall submit the following materials to the Code Officer at least eight (8) days prior to a regular monthly meeting accompanied by your application fee.
  - a. Eight (8) copies of the Site Plan Review application. (If any changes from the original one filed).
  - b. Four (4) copies of a Site Plan showing the following information and drawn to a scale not more than 100 feet to the inch and not less than 40 feet to the inch on standard 24-inch b 36-inch paper.

#### INFORMATION PROVIDED ON THIS DRAWING SHOULD INCLUDE:

- 1) \_\_\_ Name and address of applicant and developer,
  - 2) \_\_\_ Scale and true north or magnetic indicator,
  - 3) \_\_\_ Total land area of site,
  - 4) \_\_\_ Location of development on the site
  - 5) \_\_\_ Location of watercourses, marshes or bedrock on the site
  - 6) \_\_\_ Existing soil conditions as described by a soil scientist, geologist, engineer, or Soil Conservation Service medium intensity soil survey,
  - 7) \_\_\_ Location of proposed public utilities, culverts, wells, and leach fields,
  - 8) \_\_\_ Location of fencing, screening or landscape work,
  - 9) \_\_\_ Contour lines may be required and specified by the Planning Board showing elevations in relation to national geographic vertical datum,
  - 10) \_\_\_ Municipal tax map, lot numbers, names and addresses of all land owners within 500 feet.
  - 11) \_\_\_ The Planning Board may also require an updated survey completed by a licensed Maine surveyor or engineer,
  - 12) \_\_\_ Exact dimensions and acreage of parcel,
  - 13) \_\_\_ Location of all buildings within 300 feet of the property boundaries,
  - 14) \_\_\_ Location of all other structures, wells, sewer systems, water bodies, easements, drainage ways, public and private water ways and roads within 300 feet of the boundary lines,
  - 15) \_\_\_ The size, shape, and location of existing and proposed buildings on the parcel, as well as elevations of proposed buildings,
  - 16) \_\_\_ Locations and dimensions of on-site pedestrian and vehicular access ways, parking areas, loading and unloading facilities, design of ingress and egress of vehicles to and from the site onto public streets, and curb and sidewalks lines,
  - 17) \_\_\_ A signature block on the site plan, including space to record a reference to the order by which the plan is approved.
- 2 \_\_\_ The applicant shall attend a meeting of the Planning Board to discuss his/her application and all supporting data requested,
- 3 \_\_\_ Upon determining that a completed application has been submitted for review and appropriate fees have been paid, the Planning Board shall issue a dated receipt of a completed application,
- 4 \_\_\_ The Planning Board will hold a public hearing on all applications within 45 days of submitted application.
- 5 \_\_\_ The Planning Board shall notify all landowners within 500 feet from applicants' property lines,
- 6 \_\_\_ The Planning Board may require applicant to solicit written comments from the Road Commissioner, Fire Chief, School Superintendent and utilities on the impact of the proposed development on the services they provide,
- 7 \_\_\_ Before the Planning Board gives final approval the applicant must meet one of the performance guarantees contained in Section 2.5.13 of the Land Use Ordinance.
- 8 \_\_\_ Fortyfive (45) days after submission of a completed application (date receipt), the Board shall act to approve, approve with conditions, or disapprove the site plan application submitted or amended. The time limit for review may be extended by agreement between the Planning Board and the applicant. In respect to all review criteria the burden of proof rests with the applicant.

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APPLICANT

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DATE

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LOCATION